

5 October 1972

Mr. Frederick Babbel  
National Archives and Records Service  
Washington, D. C. 20408

Dear Mr. Babbel:

STATINTL  
Mr. H. J. Koenig, National President, Association of Records Executives and Administrators, has informed our Executive Director-Comptroller, Mr. William E. Colby, that [ ] of our staff has been selected as a nominee to be honored at the Annual Federal Paperwork Management Awards Luncheon on 18 October. Mr. Koenig asked that we inform you of our plans for representing the Central Intelligence Agency at the luncheon.

STATINTL  
Because of prior commitments, Mr. Colby regrets that he will be unable to attend. However, he has designated Mr. Harry C. Eisenbeiss to represent him and the CIA on this occasion. As Director, Central Reference Service, Mr. Eisenbeiss is the senior CIA officer under whose direction [ ] developed the system for which he is now being honored.

STATINTL  
We are very pleased that [ ] has been singled out for this recognition and at this evidence that our Agency continues to contribute valuable new ideas in the vital area of paperwork management.

Sincerely,

[ ]

Paul V. Walsh  
Assistant Deputy Director  
for Intelligence

ADDI/PVWalsh/tb (4 Oct 72)

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STATINTL

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ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

P. O. BOX 89, WASHINGTON, D. C. 20044

September 28, 1972

DDI-2676-72

Mr. W. E. Colby  
Executive Director  
Office of the Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Colby:

Mr. [ ] of your Agency has been selected as one of the nominees to be honored at the Eighth Annual Federal Paperwork Management Awards Luncheon, Wednesday, October 18, at the Washington Hilton Hotel. As such, he will receive a certificate and a digest of some of his special accomplishments will appear in the official program.

We would be honored to have you present on this occasion and are enclosing a guest ticket for your use at this luncheon. If your schedule will not permit your being present in person, we sincerely hope you will select someone from your staff to represent you and your agency on this occasion.

Please advise Mr. Frederick Babbel of the National Archives and Records Service, Washington, D. C., 20408, Code 13, extension 34425, by October 6, 1972, of your agency plans for representation.

Sincerely,

  
H. J. KOENIG  
National President

Enclosure

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1 AUG 1972

Awards Committee  
Association of Records Executives  
and Administrators  
Post Office Box 89  
Washington, D. C. 20044

Gentlemen:

STATINTL

This is in regard to Mr. W. E. Colby's letter of 27 July 1972 which transmitted the Agency's nomination of [ ] for the Eighth Annual Federal Paperwork Management Award.

STATINTL

The originals of the letter and the nominating documents were inadvertently mailed before the appropriate copies could be made. Therefore, in accordance with the 31 July telephone conversation between Mr. Ricks and [ ] enclosed are three copies of the package.

Sincerely,

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Enclosures

Distribution:

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- 2 - D/Pers
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STATINTL

OP/BSD/[ ]:jas (1 August 1972)

Federal Paperwork Management Award -- 1972

STATINTL

The letter and accompanying material nominating [ ] for the Federal Paperwork Management Award were mailed by the Executive Registry on 28 July 1972 without the appropriate copies.

STATINTL

STATINTL

On 31 July I called [ ] who is a member of AREA, to request his assistance in having the package returned to us for proper submission.

STATINTL

On 1 August [ ] reported that he had talked to Mr. Ricks at the Committee's office. Mr. Ricks would not return the originals but requested that the 3 requested copies be forwarded. Copies were made (of the copies) and forwarded to AREA by a letter from Mr. Fisher as D/Pers.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Intelligence 7-E-44 Headquarters	3 Oct	JMP
2			
3	Director, Central Reference Service 2-E-60 Headquarters	4 OCT 1971	
4			
5	<i>Don,</i> <i>Prepare appropriate</i>		
6	<i>response to this</i>		
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>  I assume that Harry Eisenbeiss would be the most appropriate Agency representative at the luncheon at which [ ] will be honored. Assuming both agree, would you arrange notification to Mr. Babbel as requested in the attached letter. At the same time please express my regrets. <i>and congratulations to</i> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="text-align: right;">W. E. Colby</div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director-Comptroller 7-D-59			
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Approved For Release 2002/11/15 : CIA-RDP84-00313R000100190028-1

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